Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

DEPT OF VETERANS AFFAIRS
PO BOX 942895 ROOM 403
SACRAMENTO,CA 94295-0001

Employee Name	CHAVEZ, ROCKY
Expense Dates	01/23/10-02/24/10
Total Expense Amount	862.21
Amount Due Employee	862.21
Form ID	TEA000605233

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	02/17	Lodging	93.56	
2)	02/17	Parking, Auto	20.00	
3)	02/23	Lodging	92.40	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)

	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved by: _____

ROGER L BRAUTIGAN

Travel & Expense Account
Summary

Employee Name	ROCKY CHAVEZ	**Request Total**	$	862.21
Expense Dates	01/23/10-02/24/10	*Direct Charge Total*	-	0.00
Report Name	RC's Travel February 2010	*Travel Advances*	-	0.00
		Net Due Employee	=	**862.21**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Farewell	23.00
Regular Travel	Santa Maria	483.90
Regular Travel	Monterey	355.31

NOTE: (d)=Direct Charge

DATE	Wed Feb 17	Thu Feb 18								TOTAL
Mileage, Personal Auto	191.75									191.75
Lunch	10.00	10.00								20.00
Dinner	18.00									18.00
Lodging	93.56									93.56
Parking, Auto	20.00									20.00
Breakfast		6.00								6.00
Incidentals		6.00								6.00
TOTALS $	333.31	22.00								355.31

Travel & Expense Account
Summary

DATE	Tue Feb 23	Wed Feb 24								TOTAL
Dinner	18.00	18.00								36.00
Mileage, Personal Auto	333.50									333.50
Lodging	92.40									92.40
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS $	443.90	40.00								483.90

DATE	Sat Jan 23									TOTAL
Mileage, Personal Auto	5.00									5.00
Dinner	18.00									18.00
TOTALS $	23.00									23.00

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Farewell	01/23/10	Mileage, Personal Auto	5.00	Cash
Regular Travel	Farewell	01/23/10	Dinner	18.00	Cash
Regular Travel	Monterey	02/17/10	Mileage, Personal Auto	191.75	Cash
Regular Travel	Monterey	02/17/10	Lunch	10.00	Cash
Regular Travel	Monterey	02/17/10	Dinner	18.00	Cash
Regular Travel	Monterey	02/17/10	Lodging	93.56	Cash
Regular Travel	Monterey	02/17/10	Parking, Auto	20.00	Cash
Regular Travel	Monterey	02/18/10	Breakfast	6.00	Cash
Regular Travel	Monterey	02/18/10	Lunch	10.00	Cash
Regular Travel	Monterey	02/18/10	Incidentals	6.00	Cash
Regular Travel	Santa Maria	02/23/10	Dinner	18.00	Cash
Regular Travel	Santa Maria	02/23/10	Mileage, Personal Auto	333.50	Cash
Regular Travel	Santa Maria	02/23/10	Lodging	92.40	Cash
Regular Travel	Santa Maria	02/24/10	Breakfast	6.00	Cash
Regular Travel	Santa Maria	02/24/10	Lunch	10.00	Cash
Regular Travel	Santa Maria	02/24/10	Dinner	18.00	Cash
Regular Travel	Santa Maria	02/24/10	Incidentals	6.00	Cash

Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

DEPT OF VETERANS AFFAIRS
PO BOX 942895 ROOM 403
SACRAMENTO,CA 94295-0001

Employee Name	CHAVEZ, ROCKY
Expense Dates	02/01/10-02/15/10
Total Expense Amount	1696.90
Amount Due Employee	1049.78
Form ID	TEA000593267

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	02/01	Taxi Fare	35.00	
2)	02/02	Parking, Auto	22.00	
3)	02/03	Parking, Auto	26.00	
4)	02/03	Road Tolls	4.00	
5)	02/04	Commercial Air Fare	355.40	
6)	02/04	Taxi Fare	37.00	
7)	02/07	Gasoline	31.32	
8)	02/07	Shuttle Fare	14.00	
9)	02/09	Lodging	93.56	
10)	02/09	Parking, Auto	20.00	
11)	02/11	Taxi Fare	35.00	
12)	02/15	Taxi Fare	35.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved by:

ROGER L BRAUTIGAN

Travel & Expense Account
Summary

Employee Name	ROCKY CHAVEZ	**Request Total**	$	1696.90
Expense Dates	02/01/10-02/15/10	*Direct Charge Total*	-	647.12
Report Name	Travel February 2010	*Travel Advances*	-	0.00
		Net Due Employee	=	**1049.78**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	TET Parade	242.00
Regular Travel	Monterey	171.56
Regular Travel	AGI Forum	618.76
Regular Travel	San Diego/Berke	664.58

NOTE: (d)=Direct Charge

DATE	Mon Feb 1	Tue Feb 2	Wed Feb 3	Wed Feb 3						TOTAL
Commercial Air Fare (d)	356.40									**356.40**
Taxi Fare	35.00									**35.00**
Dinner	18.00	18.00								**36.00**
Parking, Auto		22.00	26.00	7.50						**55.50**
Breakfast		6.00	6.00							**12.00**
Lunch		10.00								**10.00**
Auto Rental (d)		51.70	103.98							**155.68**
Road Tolls			4.00							**4.00**
TOTALS $	409.40	107.70	139.98	7.50						664.58

Travel & Expense Account
Summary

DATE	Thu Feb 4	Fri Feb 5	Sat Feb 6	Sun Feb 7						TOTAL
Commercial Air Fare	355.40									355.40
Taxi Fare	37.00									37.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
Dinner		18.00								18.00
Incidentals		6.00	6.00							12.00
Auto Rental (d)				135.04						135.04
Gasoline				31.32						31.32
Shuttle Fare				14.00						14.00
TOTALS $	392.40	40.00	6.00	180.36						618.76

DATE	Tue Feb 9	Wed Feb 10								TOTAL
Lodging	93.56									93.56
Parking, Auto	20.00									20.00
Dinner	18.00	18.00								36.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS $	131.56	40.00								171.56

Travel & Expense Account
Summary

DATE	Thu Feb 11	Sat Feb 13	Mon Feb 15							TOTAL
Dinner	18.00									18.00
Taxi Fare	35.00		35.00							70.00
Mileage, Personal Auto	45.00	64.00	45.00							154.00
TOTALS $	98.00	64.00	80.00							242.00

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	San	02/01/10	Commercial Air Fare	356.40	Direct Charge
Regular Travel	San	02/01/10	Taxi Fare	35.00	Cash
Regular Travel	San	02/01/10	Dinner	18.00	Cash
Regular Travel	San	02/02/10	Parking, Auto	22.00	Cash
Regular Travel	San	02/02/10	Breakfast	6.00	Cash
Regular Travel	San	02/02/10	Lunch	10.00	Cash
Regular Travel	San	02/02/10	Auto Rental	51.70	Direct Charge
Regular Travel	San	02/02/10	Dinner	18.00	Cash
Regular Travel	San	02/03/10	Parking, Auto	26.00	Cash
Regular Travel	San	02/03/10	Auto Rental	103.98	Direct Charge
Regular Travel	San	02/03/10	Road Tolls	4.00	Cash
Regular Travel	San	02/03/10	Breakfast	6.00	Cash
Regular Travel	San	02/03/10	Parking, Auto	7.50	Cash
Regular Travel	AGI Forum	02/04/10	Commercial Air Fare	355.40	Cash
Regular Travel	AGI Forum	02/04/10	Taxi Fare	37.00	Cash
Regular Travel	AGI Forum	02/05/10	Breakfast	6.00	Cash
Regular Travel	AGI Forum	02/05/10	Lunch	10.00	Cash
Regular Travel	AGI Forum	02/05/10	Dinner	18.00	Cash
Regular Travel	AGI Forum	02/05/10	Incidentals	6.00	Cash
Regular Travel	AGI Forum	02/06/10	Incidentals	6.00	Cash
Regular Travel	AGI Forum	02/07/10	Auto Rental	135.04	Direct Charge
Regular Travel	AGI Forum	02/07/10	Gasoline	31.32	Cash
Regular Travel	AGI Forum	02/07/10	Shuttle Fare	14.00	Cash
Regular Travel	Monterey	02/09/10	Lodging	93.56	Cash
Regular Travel	Monterey	02/09/10	Parking, Auto	20.00	Cash
Regular Travel	Monterey	02/09/10	Dinner	18.00	Cash
Regular Travel	Monterey	02/10/10	Breakfast	6.00	Cash
Regular Travel	Monterey	02/10/10	Lunch	10.00	Cash
Regular Travel	Monterey	02/10/10	Dinner	18.00	Cash
Regular Travel	Monterey	02/10/10	Incidentals	6.00	Cash
Regular Travel	TET Parade	02/11/10	Dinner	18.00	Cash
Regular Travel	TET Parade	02/11/10	Taxi Fare	35.00	Cash
Regular Travel	TET Parade	02/11/10	Mileage, Personal Auto	45.00	Cash
Regular Travel	TET Parade	02/13/10	Mileage, Personal Auto	64.00	Cash
Regular Travel	TET Parade	02/15/10	Taxi Fare	35.00	Cash
Regular Travel	TET Parade	02/15/10	Mileage, Personal Auto	45.00	Cash